



A M E S B U R Y





A M E S B U R Y

Part Time (Term Time) Catering Assistant
September 2025 start

Dear Prospective Applicant,

We are seeking a dedicated and passionate Catering Assistant to join our team. At our organization, we believe that exceptional food service is at the heart of a great experience.

We are looking for someone who will play a pivotal role in our catering team, ensuring high standards of food preparation and service.

Our Catering Assistant will be crucial in supporting our kitchen operations and ensuring that our staff and pupils receive the best possible service. This position involves not only assisting with food preparation and serving but also maintaining cleanliness and organization in the kitchen.

A great Catering Assistant at our organization is one who takes pride in their work, pays attention to detail, and can work independently to achieve excellent results. We value individuals who are passionate about food and service, and who can contribute to a positive and collaborative working environment.

Our organization, located in the beautiful countryside near Hindhead, Surrey, prides itself on providing a friendly and inclusive environment where staff members embody a 'work hard, play hard' ethos. While we strive for excellence and embrace healthy competition in our endeavours, we also uphold values of compassion, inclusivity, and social responsibility.

If you are passionate about catering and providing exceptional service, we encourage you to apply for this exciting opportunity. An application form can be found at [Careers - Amesbury School](#)



A M E S B U R Y

Job Description

This is a part time (term time) position Tuesday to Thursday 12.30pm – 6.00pm

School Aims

Our primary aim at Amesbury Prep School is to ensure that every child enjoys a fulfilling and enriching educational journey. We strive to create an environment where each student feels valued, supported, and empowered to reach their full potential. Specifically, our goals include:

1. Equipping every child with the skills, aptitudes, and resilience necessary for success in senior school and beyond.
2. Cultivating a caring community that promotes commitment, courtesy, cooperation, tolerance, and compassion.
3. Fostering strong partnerships between home and school to enhance the educational experience.
4. Setting a high standard of achievement and innovation, while nurturing personal development among staff.
5. Fulfilling our social and environmental responsibilities to society.

Specific Responsibilities

The Catering Assistant plays a crucial role in our organization by ensuring high standards of food preparation and service and supporting the overall dining experience for our staff and pupils.

- Assist in basic food preparation tasks, including but not limited to cleaning, cutting, chopping, and peeling fruits and vegetables, as well as making sandwiches.
- Set up, serve, and clear away the counter and dining hall for lunch service and other catering events around the school site.
- Clean food preparation and service areas in accordance with company and industry hygiene codes and health and safety standards.
- Wash catering equipment by hand or using a machine.
- Unpack and store ingredients and food supplies appropriately.
- Operate a variety of kitchen appliances and instruments, including knives, cutters, and ovens, following appropriate instructions.
- Attend training sessions as required.
- Comply with any reasonable requests from the Head Chef and Catering Manager.

Person Specification

As a Catering Assistant, you will ideally:



A M E S B U R Y

- Possess the self-confidence, style, and communication skills necessary to effectively represent the school to both parents and staff.
- Experience in kitchen operations.
- Understanding of food health and safety regulations.
- Exceptional time management and organizational skills.
- Excellent verbal communication skills.
- Ability to work collaboratively as part of a team.
- Meticulous attention to detail.
- Maintain personal drive and energy, and demonstrate the ability to see projects through to completion.
- Exhibit a proactive attitude, consistently going the extra mile and inspiring others to do the same.
- Promote and safeguard the welfare of children for whom you are responsible or with whom you come into contact, adhering to the School's Child Protection and Safeguarding Policy at all times. If any actual or potential risks to the safety or welfare of children are identified, report concerns to the School's Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.

Child Protection/Safeguarding

Amesbury is dedicated to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment and undergo enhanced DBS checks.